

**Submitted:** 9/16/2013  
**Jurisdiction:** Anne Arundel County  
**Agency:** Community College  
**Division/Unit:** Document Services/Records Retention

**Maryland State Archives**  
Edward C Papenfuse State Archives Building  
350 Rowe Boulevard  
Annapolis, MD 21401

**Certificate ID:** 882  
**MSA ID:** SE55-3066

**Page:** 1 of 1

## Proposal and Certificate of Records Disposition

Item No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume	Date of Disposal	Method Of Disposal
		Retention Schedule No.	Section and/or Item No.				
1	BCTS-Computer Technologies/Academic Files & Personal materials left by Mabintou Traore Fall 2009 & earlier	1926	1	August 1-December 15 2009	1 cu ft.	09/16/2013	Shredding
2	Center for Workforce Solutions/Course Files Northrop Grumman FY2007	1927	6	July 1 2006-June 30 2007	1 cu ft.	09/16/2013	Shredding
3	Center for Workforce Solutions/Spring Course Files 1/2007-6/2007	1927	6	January 1-June 30 2007	1 cu ft.	09/16/2013	Shredding
4	Continuing Education-ISC/ISC Daily Tasks 2008 SUN 6/01/08-8/31/08	1927	6	June 1 2008-August 31 2008	1 cu ft.	09/16/2013	Shredding

### Destruction Certification

Allen S. Kogut

**Signature**

Records Retention Specialist

**Title**

9/16/2013

**Date**